

## **FIRE INSPECTOR II**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

This is the first promotional level of work in the fire inspection division of fire department operations. Employees of this class perform all duties assigned to lower ranking fire inspectors, as well as assuming responsibility for reviewing construction plans, inspecting new structures before occupancy, corresponding with and serving as a consultant to contractors and architects, and keeping records of all matters relating to new construction. The Fire Inspector II provides on-the-job instruction and supervision for subordinate fire inspectors. This class ranks directly below that of Fire Prevention Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Reviews building plans from building regulatory board for any commercial or multi- residential apartments; checks to see if there are any violations of fire codes before building permits are issued; either approves the plans or contacts the builder to explain problems which must be corrected before building permit can be issued; serves as a consultant to contractors and architects on fire safety standards.

Keeps records of all building plans, construction documents, etc.; sends written notification of problems or violations; handles all paperwork concerned with new construction.

Reviews all new structures before occupancy.

On inspections of large facilities, directs the inspection and supervises the work of subordinate fire inspectors, checks their work, and provides training for new fire inspectors.

Inspects buildings to ascertain that all fire codes are being met; in an established manner, inspects schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, business, and industrial properties to ascertain compliance with state and parish fire prevention regulations; checks fire extinguishers and extinguishing systems, exit doors and lights, general housekeeping, wiring (overuse of electrical circuits, exposed wires, etc.), venting and maintenance of air-conditioning and heating systems, maintenance of cooking equipment, fire protection for special equipment such as computers, outside accessibility to building,

etc.; makes notes of all items on prepared checklist, listing problems and/or recommendations.

Talks with owners or occupants of buildings; goes over report and explains problems or hazards that need correcting; gives notification of problems that must be corrected; gets phone numbers for emergencies and any other pertinent information about buildings.

Issues written violations for more serious offenses of fire codes; performs reinspections to assure that violations have been corrected; for uncorrected offenses, may issue misdemeanor summonses; sends reasons in writing for summonses issued to the district attorney's office through the sheriff's office; appears in court to testify concerning violations; may also get court injunction to shut down buildings with serious uncorrected violations of fire codes.

Fills out daily activity sheet, routine inspection reports, loss reports, and any other daily or special report required by department policy; enters required information into computer bank (typewriter keyboard input); takes monthly report from computer on inspections needed and uses it to plan activities.

Establishes and maintains good public relations.

Attends meetings and seminars for additional training; informally assists in training new fire inspectors; assists in training in other fire departments to set up fire prevention programs.

Responds to fire alarms when called.

Issues tickets for parking in fire lanes.

Assists the arson investigator when required; assists the fire suppression division or in alarm headquarters in emergencies.

Performs other class related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before the application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of promotion, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such

tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be a regular and permanent employee in good standing in the class of Fire Inspector I for a period of at least six months immediately preceding the examination.

Must possess a valid driver's license.

Must have thirty (30) hours of approved instruction of which eight (8) hours must be supervisory management. Three (3) semester hours toward a degree in fire science may be substituted for the 30 hours above.

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